

Appendix A: Building Cleaning Service Procurement Plan - Indicative

Initial project team meeting	1	31/03/19
Procurement Meeting (start date)	1	01/06/19
Request TUPE information	14	15/06/19
Write Tender Document	28	13/07/19
Publish Tender Document	1	14/08/19
Issue SSQ	35	18/09/19
Evaluate SSQ Response	14	02/10/19
Shortlisting 1	14	16/10/19
Outcome Notification	1	17/10/19
Issue ITT (Stage 2)	14	31/10/19
shortlisting 2	1	01/11/19
Issue ITT (Stage 3)	14	15/11/19
Shortlisting 3	1	16/11/19
Tender report (Final award)	5	21/11/19
Award Decision	1	22/11/19
Outcome Notification	1	23/11/19
Standstill	11	04/12/19
OJEU - Award Notice	1	05/12/19
Award Notice - Contract Finder	1	06/12/19
Award notification	5	11/12/19
Implementation Meeting	1	12/12/19
Implementation period	120	10/04/20
Go Live Date		01/05/20